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REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY  
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY  
FORT GORDON, GEORGIA 30905-5491**



ATZH-LCA (310-2d)

12 July 2006

**MEMORANDUM FOR Regimental Noncommissioned Officer Program (RNCOA)**

**SUBJECT: Policy Memorandum #15 – Noncommissioned Officer Professional Development Program (NCODP)**

1. This policy letter applies to all Noncommissioned Officers (NCOs) assigned or attached to the RNCOA. The purpose of this policy letter is to outline the NCODP within the RNCOA.
2. The objectives of the NCODP are:
  - a. To increase the leadership, professionalism, standards, and knowledge of NCOs of the RNCOA.
  - b. To develop a professional climate that will permit the NCOs to perform to their full potential.
  - c. To provide personal and professional educational opportunities directed towards the development of every NCO.
2. The responsibilities of the NCODP are:
  - a. RNCOA Commandant will:
    - (1) Develop an effective Noncommissioned Officer Development Program which is responsive to the needs of the NCO Corps.
    - (2) Ensure both time and resources are provided for the conduct of normal periods of instructions.
    - (3) Ensure that academy's NCODP objectives are met.
    - (4) Inspect and evaluate subordinate unit NCODP.
    - (5) Advise the Post CSM on progress of the academy's NCODP.
    - (6) Conduct an NCO Advisory Board Meeting at a minimum of quarterly or when necessary.
    - (7) Provide an Advisory Board progress Report Quarterly to the Post CSM.

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b. RNCOA Operations will:

- (1) Exercise primary administrative responsibility for the academy's NCODP.
- (2) Coordinate the academy's Development Advisory Board Meetings.
- (3) Schedule primary and make-up classes at a minimum of 5 days apart.
- (4) Evaluate and critique instructors.
- (5) Maintain an attendance roster and furnish copy to First Sergeants.

c. NCO Advisory Board will:

- (1) Conduct meetings quarterly. Members of the board will be the Commandant, Deputy, and Branch Chiefs from ANCOC, BNCOC, Training Development, and Operations.
- (2) Select topics that need to be taught on the 4<sup>th</sup> Thursday of every month based on the objectives outlined in this policy letter.

d. First Sergeants/Branch Chiefs will:

- (1) Be totally involved in all training.
- (2) Evaluate the unit's training needs, select topics to improve those areas which require additional or reinforcement training.
- (3) Ensure that instructors are qualified to present training.
- (4) Validate, post, and maintain NCODP records.
- (5) Ensure maximum participation and attendance.
- (6) Ensure NCOs newly assigned/attached and recently promoted are thoroughly briefed on the academy's NCODP.
- (7) Counsel absentees and maintain counseling records of those who fail to attend NCODP training.
- (8) Record authorized absentees from training under the date column (in pencil) on FG Form 6547 by reason, and date (Leave 7-10 Nov 90).

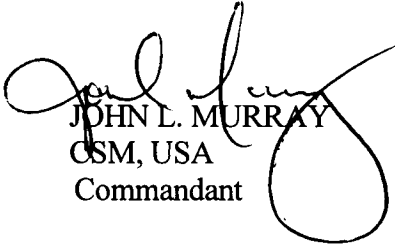
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- (9) Update all training records to reflect training within three (3) days after the scheduled make-up class.
3. Due to the organization of the RNCOA, the NCODP classes will be conducted on the 2nd and 4th Thursday of each month starting at 0700. The subject on the 2<sup>nd</sup> Thursday will be selected by the Commandant based on recommendations from the NCO Advisory Board. Subjects should be attuned to mission and short falls of the unit. They should supplement professional training gained from daily routine operations.
4. Additional NCODP classes may be scheduled at the discretion of the Commandant.

  
JOHN L. MURRAY  
CSM, USA  
Commandant

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